

## City of Greenwood – Planning Director

<b>Job Title:</b>	Planning Director	<b>Job Category:</b>	Exempt
<b>Department/Group:</b>	CDS	<b>Job Code:</b>	
<b>Location:</b>	City Center 300 South Madison Ave Greenwood, IN 46142	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	Director CDS & City Engineer
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 South Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Responsible for administering and enforcing community development activities, including planning, zoning, building permits, economic development and grant administration. Incumbent supervises the Planning Division of the Department of Community Development Services.</b>		

### Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook
- Supervise and direct assigned personnel, make work assignments, provide training and corrective instruction
- Oversee administration and enforcement of state and local ordinances regarding zoning and subdivision control
- Coordinate boundary maps and other data as necessary for the City with the U.S. Census Bureau to assure accurate and up-to-date boundaries and population data
- Serves as the designated Floodplain Administrator for the City, which includes flood maps adopted by FEMA and amendments thereto, citizen inquiries, Federal Flood Insurance Program, and related regulations as they pertain to land development and building construction
- Maintain organized records and ensure convenient retrieval and access by the public as required, such as permit application plans, plats, maps, petitions, and related ordinances and meeting minutes
- Review land development/subdivision proposals to ensure compliance with applicable ordinances
- Review applications for zoning changes and variances, and proposed annexations and special projects/studies, including studying documentation, conducting on-site inspections, measuring setbacks, calculating areas, communicating with applicants, resolving problems and making formal recommendations for approval/denial to Plan Commission and Board of Zoning Appeals (BZA)
- Revise/update zoning maps as authorized
- Attend and participate in various meetings as needed or assigned by the Director
- Prepare and make public speaking presentations, and occasionally provide expert testimony in legal proceedings
- Assist the Director in the administration and enforcement of state and local ordinances regarding zoning and subdivision control; Maintain organized records and ensure convenient retrieval and access by the public as required, such as permit application plans, plats, maps, petitions and related ordinances and meeting minutes
- Assist Economic Development Commission and Redevelopment Commission as delegated by the Director in



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administering programs

- Assist the Director in preparation of the annual department budget as well as administering the budget throughout the year
- Maintain current knowledge of planning trends and activities in other communities by reading professional publications and periodically attendance at conferences/seminars
- Periodically perform duties of other Department personnel in their absence or as needed
- Coordinate projects with other city departments
- Perform other duties as assigned

### Job Requirements:

- **Education:** Bachelor Degree in Planning, Public Administration, Environmental Studies, Geography or related area
- **Experience:** Five years of related experience
- **Skills and Abilities:** Ability to supervise and direct assigned personnel, including training, scheduling, making work assignments, evaluating, and providing corrective instruction, plan and layout assigned work projects, read and interpret detailed prints, specification, property legal descriptions, plats, maps and aerial photographs, prepare and make public speaking presentations and occasionally provide expert testimony in legal proceedings
- **Physical:** Must be able to sit for long period of time and be able to lift up to 15 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: